



Kay Ivey
Governor

Bill Poole
Finance Director

STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

100 North Union Street, Suite 220
Montgomery, Alabama 36130-2602
Telephone (334) 242-7063 Fax (334) 353-0442
www.comptroller.alabama.gov



Kathleen D. Baxter, PhD, CGFM, CPM
State Comptroller

Michael G. Hudson, CGFM
Deputy State Comptroller

MEMORANDUM

TO: All Agency Accounting Staff

FROM: Kathleen D. Baxter, State Comptroller

A handwritten signature in black ink, appearing to be 'KDB', written over the 'FROM:' line.

DATE: September 18, 2023

RE: Act 2023-500 Prior Year Expenses

In the 2023 Legislative Session, House Bill 337 was enacted as Act 2023-500 and went into effect September 1, 2023. This Act amends Section 41-4-50, Code of Alabama 1975. The Act gives the State Comptroller and State Finance Director authority to approve claims for prior fiscal year expenses if the State Comptroller finds the vendor is entitled to the funds. These claims do not need to be sent to the Board of Adjustment.

The agency must complete the *Agency Claim for Prior Year Payment* form that is included with this memo and is also located on the State Comptroller's website. This form must be approved by the agency head or CFO. Once the agency head or CFO has approved the claim form, please submit the claim form and vendor invoice to jill.mccord@comptroller.alabama.gov in order to obtain approval from the State Comptroller and State Finance Director. The form will be returned to the agency once approval signatures have been obtained.

Once it has been approved by all parties, the agency must key the payment request in STAARS on a GAXB, ITAB, GAXTB or PRC (if the invoice references an open prior year PO) type payment document and must reference "ACT 2023-500" in the Document Description field on the Header Tab. The signed claim form and vendor invoice must be attached to the payment document for processing.

If there are any questions about this new process, please contact the Comptroller's Office Accounts Payable Hotline 242-4444 or email ap@comptroller.alabama.gov.

KDB/lrb

Attachment: Agency Claim for Prior Year Payment

STATE OF ALABAMA
Department of Finance
Comptroller's Office

www.comptroller.alabama.gov

AGENCY CLAIM FOR PRIOR YEAR PAYMENT

Per Act 2023-500, the State Comptroller, with the approval of the State Finance Director, may approve a request for payment that an agency failed to process in a prior fiscal year if the State Comptroller finds that the vendor is entitled to the funds.

Once this document has been signed by all parties, it must be attached to the applicable payment document in STAARS. The payment request for this claim should be entered on the "B" document codes in STAARS, i.e. GAXB1, GAXTB1, ITAB1, etc. The PRC document will be used if the invoice references an open prior year purchase order. The Document Description field on the Header tab of the payment document must reference "Act 2023-500" for processing.

1. Enter the Name of Department or Agency making this claim:

2. Enter the Name, Remit Address and STAARS Vendor ID of the Vendor:

Name: _____ STAARS Vendor ID: _____

Street Address or PO Box: _____

City, State, Zip Code: _____

3. Facts of Claim:

A. Date account was due to be paid according to payment terms (MM/DD/YY): _____

B. Last date of service was provided or goods were delivered (MM/DD/YY): _____

C. State the reason the invoice was not paid by due date: _____

4. Invoice Details:

A. Invoice Number: _____

B. Invoice Date (MM/DD/YY): _____

C. Total of Invoice to be paid: _____

D. Summary of goods or services purchased: _____

5. Was a procurement document originally used to procure the goods or service? No Yes

If yes, please provide the procurement document type and ID number. _____

6. Has a claim been filed with the Board of Adjustments? No Yes Claim # _____

Agency Director or CFO Signature

State Comptroller Signature

State Finance Director Signature